



Internal Controls Checklist

RV Storage

Lease Management

Activity: Outdoor Recreation

Page 1 of 1

QUESTION	YES	NO	NA	REMARKS
Has the storage lease format been coordinated through the PJA for legal sufficiency?	X			Lease was approved by PJA before final printing. Unsure of date.
Is it true that no storage space is leased without annual, monthly, or transient billing arrangements implemented?	X			Payments are made by the MWR charge card or by other method for one year in advance. Fort Monroe residents pay no fee.
Is it true that storage lease documentation is maintained on all occupied spaces ^{slips} showing -	X			Patrons must sign a lease providing all pertinent information.
Proof of renter's eligibility to use the facility (picture ID)?	X			A copy is made of the front and back of ID cards.
Proof of vehicle ownership?	X			A copy is made of vehicle registration.
Proof of required insurance?	X			A copy is also made of this documentation.
A current, signed lease agreement?	X			Signed in the office when rental is initiated.
Are vehicles assigned to spaces of compatible size?	X			Spaces are assigned according to the size of the vehicle.
Does paperwork correspond with space assignment and visa-versa?	X			Copies of all the aforementioned paperwork kept in a numbered file to correspond w/space number.
Are all staff members trained and aware of eligibility requirements?	X			Staff is aware of all basic requirements.
Are cash overages and shortages reported on DA Form 4082? Are they tracked and evaluated when necessary?	X			All cash payments recorded through RecTrack and are reported on Daily Cash Receipt Report. MWR credit card payments are recorded and reported through Club Works.

I have reviewed this checklist. The controls prescribed are in place and operational except as noted in the remarks.

Francis C. Drouth 02/27/06
Activity Manager Signature Date

Dee Ann Pitt 27 Feb 08
Reviewing Supervisor Date